North Central Regional Transit District (NCRTD)

Resolution 2014 - 05

ADOPTION OF THE SUSTAINABLILITY COMMITTEE CHARTER

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Sections 73-25-1 through 73-25-19); and

WHEREAS, the NCRTD is a subdivision of the State of New Mexico with all the authority and duties of the same; and

WHEREAS, the Board has the authority to make and pass resolutions necessary for the execution of the powers vested in the District; and

WHEREAS, Article XII, of the Board Bylaws regarding "Advisory Committees" allows the formation of standing or special advisory committees to the Board; and

WHEREAS, the Board adopted a Sustainability Plan in February 2014; and

WHEREAS, the Sustainability Plan requires the establishment of an Sustainability Committee to facilitate the success of the plan; and

WHEREAS, the Board recognizes the need of a Sustainability Committee Charter that sets forth the specific powers, duties and roles of the Sustainability Committee; and

NOW THEREFORE BE IT RESOLVED THAT:

1. The North Central Regional Transit District hereby creates the Sustainability Committee.

2. The Sustainability Committee shall be a standing committee pursuant to Section 12.02 of the NCRTD Bylaws.

3. The Sustainability Committee is charged with holding meetings, performing analysis, and providing recommendations to the Board on all issues pertaining to NCRTD sustainability.

4. The Sustainability Committee is charged with recommending goals, and measures for sustainability to the Board including but not limited to sustainability plans, benchmarks, performance measures and any other matters delegated to the Sustainability Committee by the Board.

5. The Sustainability Committee shall consist of seven members including: up to two NCRTD Board members, 2 NCRTD staff, 1 Professional in environmental sustainability, alternative energy or environmental field, 1 Professional Educator in sustainability, alternative energy or environmental field and one at large community member residing within the district.

6. The Sustainability Committee members will serve two year terms with no term limits and at the will of the Board and meet a minimum of every 2 months. Members shall continue to serve after their terms expire until their replacement is appointed.

7. In performing their duties the Sustainability Committee shall utilize the North Central Regional Transit District Board Sustainability Committee Charter attached hereto as Exhibit "A" for guidance.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 7TH DAY OF MARCH 2014.

Daniel Barrone, Chair

Approved as to form:

Peter Dwyer, Counsel

North Central Regional Transit District

Sustainability Committee Charter

Introduction

In February 2014, the Board adopted the NCRTD Sustainability Plan (the "Plan"). The plan identifies sustainability measures such as the purchase and use of alternative fuel vehicles The Plan establishes and promotes sustainable practices within existing facilities, the sustainable design and construction of new facilities, and encourages opportunities for the sustainable design of transit oriented development and the production of alternative energy on vacant land and unused space owned by the district. The plan calls for the establishment of a sustainability committee that will embrace the vision and mission of the plan, set goals for achievement of the plan , and report the status and progress of the NCRTD in meeting the sustainability goals.

The sustainability committee will utilize the Vision and Mission Statement: *"To be an environmentally conscious, sustainable partner, enhancing the quality of life of the North Central New Mexico communities and beyond,"* as the foundational support for the setting of goals, objectives and metrics evidenced within the sustainability plan.

The Sustainability Committee:

Membership:

1. The Board shall appoint, 7persons to serve on the Sustainability Committee. The Executive Director will serve as an ex-officio member along with any other staff he may assign.
2. The seven member board may consist of: up to two Board members, up to 2 NCRTD staff, 1 Professional serving in the sustainability, alternative energy or environmental field, 1 Professional Educator serving in the sustainability, alternative energy or environmental field and a member at large. One alternate and/or designee will be allowed for each committee member.

Terms:

1. The terms will be 2 year staggered terms: 3 – 2 year terms and 3-1 year terms for the initial members of the committee and 2 year terms for all subsequent members..

2. Appointees may continue for an additional 2 year terms or until their successor is appointed.
3. There are no term limits.

Meetings:

1. Meetings shall be held every 2 months. However the committee may choose to meet more frequently or monthly in the early stages to establish initial goals and guidelines.
2. A schedule of specific meeting dates will be determined by the committee members once appointed.
3. Meeting dates may change from year to year depending on the committee makeup, availability and desires of the Board or committee members. But the date time and place of the meetings shall be established in compliance with the NCRTD's Open Meetings Act resolution.
4. All committee meetings shall be open to the public, with such exceptions as permitted under the Open Meetings Act.

Structure:

1. The committee shall elect from its members, a chairman to preside over the meetings and a co-chairman to preside in the chairman's absence. Any NCRTD staff who are committee members are excluded from these positions.
2. Any NCRTD staff member may serve as a recording secretary to record and maintain meeting minutes. This position shall be an additional non-voting member of the committee. District staff members may be appointed by the Executive Director for the sole purpose of taking notes and minutes.

Function:

The purpose of the committee is to facilitate successful implementation of the Sustainability Plan. Specific duties of the committee shall include but not be limited to:

- Advising the Board on policy issues addressing sustainability goals;
- Advising the Board regarding the Alternative Fuels Analysis and testing adopted by the Board in 2013;
- Advising on sustainable practices and technologies within existing facilities;
- Advising on the development of sustainable operations and community benefits at bus stops;
- Advising on the sustainable design and development of the District's property for its own use and for transit oriented development (TOD).
- Advising on alternative energy production using District property.
- Advising the Board on how to strategically accelerate the District's progress towards sustainability and recommending priorities in order to promote leadership in sustainability;
- Advising the Board on ways to drive constituency awareness, education, and participation in best practices;

- Reviewing Federal, State and regional policies related to sustainability which impact the District's goals and policies.
- Reviewing the District's progress in meeting goals by gathering and measuring data regarding sustainable initiatives and practices and comparing it with historical data.
- Identifying benchmarks for setting and achieving sustainable goals using comparable organizations and industries as standards.

Goals:

The committee may set goals pertinent to specific parts of the plan such as:

- Waste reduction and recycling;
- Pollution/emissions reduction;
- Energy usage reduction;
- Sustainable construction guidelines;
- Sustainable contributions to facilities and community;
- Alternative energy produced.
- Explore and develop strategic partnerships with member entities in sustainable practices.

Reporting:

The committee will on a quarterly, semiannual and annual basis, provide reports to the Board of the measurable progress made in reaching the sustainable initiatives and goals.

Relationship of Committee to Board of Directors:

It is the role and sole prerogative of the Board of Directors to adopt and enact policy. The Sustainability Committee is expected to offer recommendations and to provide information relevant to the adopted Sustainability Plan and to recommend goals, objectives and metrics for the environmental sustainability program.

Implementation:

The Sustainability Committee Charter will serve as the guide for the Sustainability Committee to guide the successful implementation and operation of the NCRTD Sustainability Plan. This framework will be used to assist in preparation of future work plans and budgets.

Future implementation may include partnerships and commitments from the District's members and other community partners.